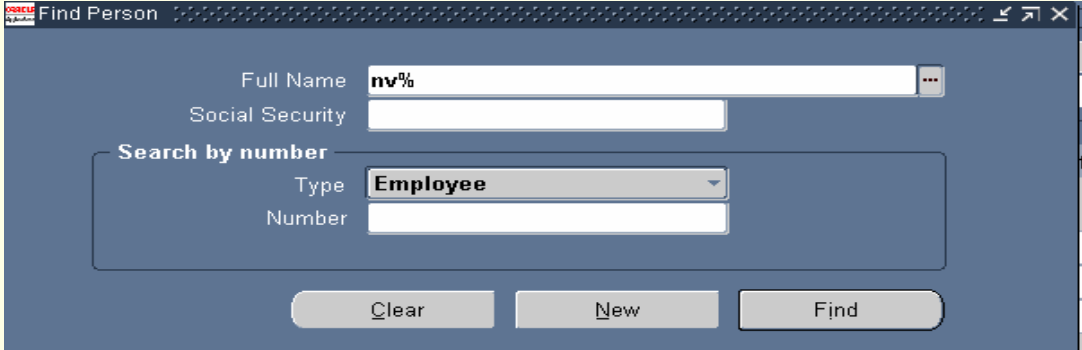
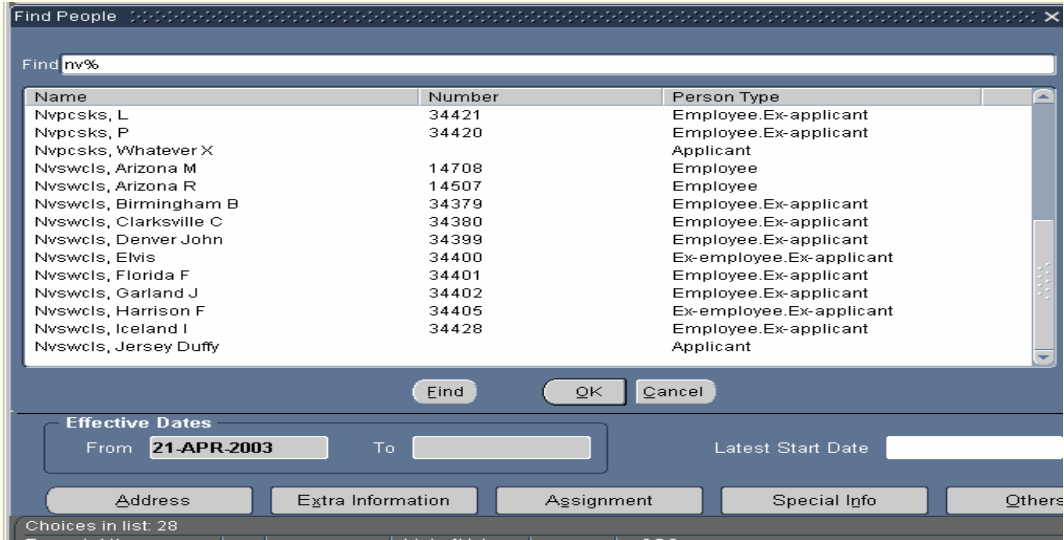


## PEOPLE SEARCH – PERSON SUMMARY

### People – Data Element Search

To find information on a particular person, you can search through DDF's or View the Person Summary.

STEP	ACTION
1	<p>From the Navigation List – Click on <b>People</b> → <b>Enter and Maintain</b> → <b>&lt;Open&gt;</b>. The <b>Find Person</b> window displays.</p> <ul style="list-style-type: none"> <li>Type all or part of the employee's last name, followed by a % in the <b>Full Name</b> data field OR</li> <li>Type the Employee's SSN (with dashes) in the <b>Social Security</b> data field.</li> <li>Click <b>&lt;Find&gt;</b>.</li> </ul> 
2	<p>The <b>People – Find</b> window displays with a list of names and Employee/Applicant numbers. Select the name and click <b>&lt;OK&gt;</b>.</p> 

3

The selected employee will display on the **People** window with the data fields automatically populated.

#### TASK FLOW BUTTONS

Use the Task Flow buttons to drill down to the specific data elements.

4

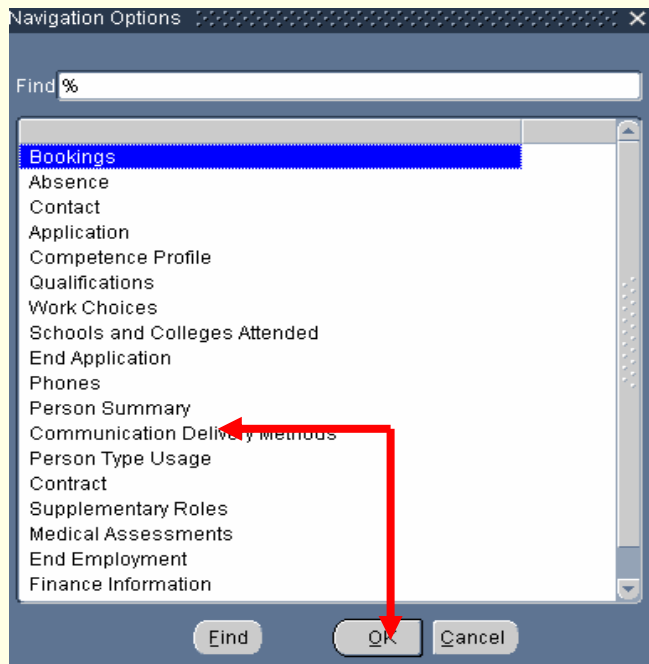
#### Accessing the Person Summary

Follow the procedures in step 1 and 2 to find the employee. The People window will display. Click **<Others>**.

5

The **Navigation Options** window opens.

- Select Person Summary and Click **<OK>**.



6

The Person Summary window contains 12 Tabs. The form will only display a few at a time. To view additional tabs click the arrows to the right of the tab headings:

Person Summary(Nvswcls, Birmingham B)

Full Name **Nvswcls, Birmingham B** Social Security **100-10-1000**

Person: Information Person: Military/Education Assignment: Information

Date of Birth	<b>04-MAR-1945</b>	Gender	<b>Male</b>
Citizenship	<b>1</b>	<b>U.S. Citizen, includes U.S. Nationals</b>	
Race or National Origin	<b>C</b>	<b>Black, not of Hispanic origin</b>	
Appointment Type	<b>2A</b>	<b>Competitive - Career-Conditional</b>	
Type of Employment	<b>1</b>	<b>Full Time Employee In Pay Status</b>	
FERS Coverage	<b>A</b>	<b>Automatically Covered By FERS</b>	
Previous Retirement Coverage	<b>N</b>	<b>Never Covered</b>	
Agency Code Transfer From			

Date Last Promotion

Date Conversion Career Begins **12-JAN-2003**

Date Conversion Career Due **12-JAN-2006**

Date VRA Conversion Due

SCD

Leave	<b>12-JAN-2003</b>
Civilian	<b>12-JAN-2003</b>
RIF	<b>12-JAN-2003</b>
TSP	<b>12-JAN-2003</b>

TAB	EXAMPLE/DESCRIPTION
Person: Information	<div> <div> Person: Information Person: Military/Education Assignment: Information </div> <div> Date of Birth <b>04-MAR-1945</b> Gender <b>Male</b> </div> <div> Citizenship <b>1</b> <b>U.S. Citizen, includes U.S. Nationals</b> </div> <div> Race or National Origin <b>C</b> <b>Black, not of Hispanic origin</b> </div> <div> Appointment Type <b>2A</b> <b>Competitive - Career-Conditional</b> </div> <div> Type of Employment <b>1</b> <b>Full Time Employee In Pay Status</b> </div> <div> FERS Coverage <b>A</b> <b>Automatically Covered By FERS</b> </div> <div> Previous Retirement Coverage <b>N</b> <b>Never Covered</b> </div> <div> Agency Code Transfer From </div> <div> Date Last Promotion </div> <div> Date Conversion Career Begins <b>12-JAN-2003</b> </div> <div> Date Conversion Career Due <b>12-JAN-2006</b> </div> <div> Date VRA Conversion Due </div> <div> SCD <div> Leave <b>12-JAN-2003</b> </div> <div> Civilian <b>12-JAN-2003</b> </div> <div> RIF <b>12-JAN-2003</b> </div> <div> TSP <b>12-JAN-2003</b> </div> </div> </div>

**Assignment:  
Probation/  
Retained  
Grade**

Assignment: Information		Assignment: Probation/Retained Grade	
<b>Probation</b>			
Date Prob/Trial Period Begins	12 JAN 2003		
Date Prob/Trial Period Ends	11 JAN 2004		
Date Spvr/Mgr Prob Ends			
Spvr/Mgr Prob Completion			
Date SES Prob Expires			
<b>Retained Grade</b>			
Date From		Grade or Level	
Date To		Step or Rate	
Additional Retained Grade(s) Exist <input type="checkbox"/>		Pay Plan	
		Pay Table ID	
		Pay Basis	

**Position:  
Title/Pay Plan/  
Grade/Etc.**

Position: Title/Pay Plan/Grade/Etc.		Position: Extra Information	
Position Title	HR SPECIALIST		
Position Working Title			
Position Descrip Num	97CLS		
Sequence Number	56743		
Agency/Subelement Code	NV70	U.S. Pacific Fleet, Commander in Chief (NV70)	
Personnel Office ID	2414	HRSC-Southwest (2414)	
Pay Plan	GS	Org. Structure ID	N42S323
Grade or Level	05	Target Grade	GS-11
Step or Rate	01	Timekeeper	
Pay Basis	PA	Occupational Series	0201
Pay Table ID	0000		
Duty Station ID	063633059	SILVERADO / ORANGE / CALIFORNIA	
Locality Pay Area	Los Angeles	Locality Percentage	16.05

**Position:  
Extra  
Information**

Position: Title/Pay Plan/Grade/Etc.		Position: Extra Information	
Payroll Office ID	CH	DOD Payroll Office, Charleston, SC	
Work Schedule	F	Full-Time	
Position Type	Appropriated Fund Position		
LEO Position Indicator	0	No Applicable Program	
FLSA Category	N	Nonexempt	
Bargaining Unit Status	7777	Eligible But Not In A Bargaining Unit	
Position Sensitivity	1	Nonsensitive (NS) National Security Risk	
Position Occupied	1	Competitive Service	
Supervisory Status	8	Non-Supervisory	
Type Employee Supervised	99	NOT APPLICABLE	
Functional Class	00	Not Applicable	
Key Emergency Essential	N	Position Not Designated Emergency-Essential Or Key	

**Position:  
Organization/  
Appropriation  
Code/Etc.**

Position: Extra Information		Position: Organization/Appropriation Code/Etc.		Pay: Salary	Pay: Benefits	«»
Competitive Area	CS	Competitive Level	1CLS			
Appropriation Code 1	NAVY	Appropriation Code 2				
<b>Position's Organization</b>						
Name						
P247615N42S323						
Information Lines						
ACOS WEAPONS						
ORDNANCE RENOVATION BRANCH						
ENGINEERING & RANGE SUPPORT UNIT						
NWS SEAL BEACH						
COMNAVREGSW, SAN DIEGO CA 92132						

**Pay: Salary**

Position: Extra Information		Position: Organization/Appropriation Code/Etc.		Pay: Salary	Pay: Benefits	«»
				Effective Date		
Basic Pay	23,442.00			12-JAN-2003		
Locality Pay	3,762.00			12-JAN-2003		
Adjusted Basic Pay	27,204.00			12-JAN-2003		
Other Pay						
AUO						
Availability Pay						
Retention Allowance						
Staffing Differential						
Supervisory Differential						
Total Pay	27,204.00			12-JAN-2003		
EDP Type						
Hazard Type						

**Pay: Benefits**

Position: Organization/Appropriation Code/Etc.		Pay: Salary	Pay: Benefits	Performance	«»
Retirement Plan	K	FERS and FICA	Effective Date	12-JAN-2003	
FEGLI	C0	Basic only	Effective Date	26-JAN-2003	
<b>Health Benefits</b>					
Plan	62	Kaiser Permanente (62)	Effective Date	12-JAN-2003	
Enrollment	2	High Option Self and Family (2)	Effective Date	12-JAN-2003	
<b>Thrift Savings Plan</b>					
Amount		Effective Date	12-JAN-2003		
Rate		Agency Contrib Elig Date	04-MAY-2003		
Status Date	12-JAN-2003	Emp Contrib Elig Date			
Status	I	Ineligible for Agency Contribution			

## Performance

Pay: Salary   Pay: Benefits   Performance   Awards/Bonus

Appraisal Type **A**   **Annual Appraisal**

Rating of Record **5**   **Exceptional, Outstanding, Superior, Successful Level 1 o**

Date Effective **30-JUN-2001**

## Awards/Bonus

Pay: Benefits   Performance   Awards/Bonus   Notification of Personnel Actions

**Awards**

Type	Date Award Earned	Amount

**Relocation Bonus**

Effective Date	Amount

**Recruitment Bonus**

Effective Date	Amount

## Notification of Personnel Actions

Pay: Benefits   Performance   Awards/Bonus   Notification of Personnel Actions

First NOA		Second NOA		Effective Date	Updated HR
Code	Description	Code	Description		
840	Individual Cash Award			17-FEB-2003	15-APR-2003
790	Realignment			09-FEB-2003	15-APR-2003
721	Reassignment			26-JAN-2003	14-APR-2003
101	Career-Cond Appointmer			12-JAN-2003	10-APR-2003